



## **3E Energy Solutions Project Leader**

### **3E = Energy Efficiency Expert**

#### **Summary**

The 3E Project Leader will lead a team of installers through operations to improve a building's energy efficiency (including insulation installation, air sealing, Cool Roof application, and other home energy improvements). The 3E Project leader will perform residential energy inspections on a limited basis and Cool roof inspections. Using information gathered during inspections, the 3E Project Leader will prepare written reports outlining a prioritized sequence of home improvements that will result in energy conservation, reduced operating costs, and improved comfort.

#### **Duties & Responsibilities**

- Leads and oversees home energy upgrades and installations
- Leads and directs air sealing operations
- Leads and directs insulation installations
- Directs Cool Roof operations
- Leads and directs installation of other home energy conservation products as necessary
- Oversees safety and quality of work
- Interacts with homeowners during all 3E operations to ensure customer satisfaction
- Works with Director/Manager of 3E to schedule and prioritize contracts
- Prepares home energy inspections and prepares written reports
- Collects data on building type and size, mechanical systems, and major appliances
- Evaluates existing insulation & measures air leakage using Blower Door Infiltration test and infrared camera
- Conducts a full visual inspection of the building to identify any energy inefficiencies
- Evaluates data collected during inspection
- Creates written report detailing findings and prioritizing home energy improvements

#### **Knowledge, Skills & Abilities**

##### **Knowledge**

- General knowledge of residential construction & systems
- Awareness of and desire to learn the principles and practices of building science
- General knowledge of math, science, environmental trends
- General knowledge of Baltimore City and surrounding counties

##### **Skills**

- Strong management and organizational skills
- Strong written and verbal communication skills
- Skilled at training others and delegating tasks to achieve efficient performance

### Abilities

- Ability to establish priorities, delegate responsibility, and effectively balance both completing a variety of work tasks and overseeing the work of others
- Ability to meet or exceed deadlines while maintaining quality performance
- Ability to interact with both office and field staff in a manner that supports task objectives
- Ability to lead others without controlling (to create other leaders)

### Qualifications

- Valid driver's license and good driving record required
- Reliable transportation to the office
- Flexible and adaptive personality
- Desire to work with a diverse group of people
- Combination of relevant experience (carpentry, remodeling, business management) and education (environmental science, building science, business management)

### Salary & Benefits

Commensurate with experience

**To apply email or fax your resume to John Mello at  
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